MONTANA FISH, WILDLIFE & PARKS

INTERN PROGRAM ANNOUNCEMENT

EMPLOYER: Montana Fish, Wildlife & Parks

CONTACT PERSON'S NAME/TITLE: Pat Doyle

ADDRESS: 1420 East 6th Avenue

CITY: Helena   **STATE:** MT   **ZIP:** 59620

PHONE: 406-444-3818   **EMAIL ADDRESS:** pdoyle@mt.gov

DATE OF ANNOUNCEMENT: Friday, January 13, 2017

APPLICATION DEADLINE: Friday, March 3, 2017 at 5:00 PM (postmarked)

STUDENTS MUST BE CURRENTLY ENROLLED IN A UNIVERSITY/COLLEGE

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POSITION TITLE: Public Relations Intern   **# OF POSITIONS:** 1

LOCATION(S): Helena

WORK START/END DATES: 5/30/17 – 8/17/17   **HOURS/WEEK:** 40

TRAINING/ORIENTATION DATES: Upon hire

COMPENSATION (PAY, PER DIEM, HOUSING, VEHICLE, ETC: $10.00 per hour

POSITION DESCRIPTION: Montana State Parks is seeking a motivated, energetic and highly organized individual to act as a part-time public relations intern. The public relations intern will assist the Parks Division's Marketing and Communications team to implement communications projects and marketing objectives for the spring and summer 2017 season. Marketing and/or communications majors are preferred. Excellent communication skills and a strong interest in public relations, social media and technology are essential to succeed in this position.

SKILLS, ABILITIES, KNOWLEDGE NEEDED (EDUCATION; UNDERGRAD/GRAD LEVEL, SUGGESTED/REQUIRED MAJORS): Junior or senior level student looking for experience in Marketing, communications, or special events. Other skills include: strong written and verbal communications skills; experience with Microsoft based computer applications; high level of self-motivation and good interpersonal skills; strong organizational skills and the ability to follow through; and the ability to work with various groups of people.

APPLICATION MATERIALS/PROCEDURES (RESUME, COVER LETTER, REFERENCES, ETC.):   Please submit a brief resume, cover letter explaining why you want this internship and 3 references to the contact person listed above. Items required may be sent via email or postal service.